

21 January 2000

Training
INITIAL ENTRY TRAINING (IET) POLICIES AND ADMINISTRATION

Summary. This is a change to TRADOC Regulation 350-6, 30 November 1998. This change provides policy updates and additions to prescribed policies and procedures for the conduct of enlisted IET.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Training (DCST). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, HQ TRADOC, ATTN: ATTG-IT, 5 Fenwick Road, Fort Monroe, VA 23651-1049. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Unless otherwise stated, whenever the masculine gender is used, both male and female are included.

Availability. This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil>.

1. Change TRADOC Reg 350-6, 30 November 1998, as follows:

Paragraph 2-7b(11). Insert after first sentence: "Only Drill Sergeants, Noncommissioned Officer Instructors, and the soldier's immediate chain-of-command are authorized to employ physical exercise for corrective action. All corrective action will be administered within the limits of the soldier's profile." Delete second sentence from bottom: "Soldiers occupying IET soldier leadership positions are prohibited from administering physical exercise as corrective actions."

Paragraph 2-10b(6). Change to read: "Inspectors are accompanied by personnel of the same gender as those in the living area being inspected. For BCT, Phases I, II, III, OSUT, and reception battalion units, the personnel accompanying the drill sergeant or trainer cannot be an IET soldier when the inspector is not of the same gender as those in the living area being inspected. It does not apply to AIT, ROTC, or emergency situations. Applies to all IET cadre personnel."

Paragraph 2-13b. Change to read: "Soldiers arriving at the reception battalion will be evaluated using specific entry criteria and, if required, sent to the FTU for a maximum of 4 weeks of

training prior to being shipped to BCT/OSUT units. FTU training will normally not exceed 4 weeks. Instruction will include physical and mental fitness training (classroom and daily PFT), soldierization and general military subjects to prepare the soldier for BCT/OSUT."

Paragraph 2-13c. Change second sentence to read: "FTU cadre will have up to 4 weeks to prepare the new soldiers, both physically and mentally, to start Phase I of BCT/OSUT."

Paragraph 2-15b(1). Change to read: "All company commanders, company first sergeants, company executive officers, (including field grade officers who did not attend the PCC), will attend the IET CTC. Exceptions must be approved by the ATC Commander."

Paragraph 2-15d. Replace first sentence with: "Personnel, to include military, DoD civilian, and contract personnel, who in the execution of their duties come into daily or frequent contact with IET soldiers, are also involved in creating the desired environment in IET. These personnel include, but are not limited to, unit armorers, supply personnel, reception battalion processing NCOs, CIF employees, dining facility employees, medical personnel, and instructors under contract to the government."

Paragraph 3-8. Add the following between the first and second sentence: "Make-up training for BCT and Phases I-III of OSUT will consist of training that will enable soldiers to meet mandated BCT graduation requirements as outlined in para 1-5b(1)."

Paragraph 3-18. Add after title of paragraph: "Soldiers will be given remedial training IAW para 3-19 to the maximum extent. If a soldier's performance still necessitates further training, commanders will reassign the soldier under New Start Program. Those soldiers will start training at the point that expedites completion of the training cycle. Soldiers will be given a New Start based upon the recommendation of the drill sergeant, company commander, and the approval of the battalion commander. Soldiers will be reported in ATRRS as 'recycle in' to new class and a 'recycle out' of the current class."

Paragraph 3-19c. Change to read: "The duration for holdover for remedial training and retesting will normally be limited to 1 week for EOCT/EOCCT, and 2 weeks for the APFT. Commanders are authorized, on a case-by-case basis, to extend the soldier's APFT stay if potential is shown that the soldier may pass the event. For example, if a soldier only needs one more push-up to graduate, then the commander is authorized to determine if the soldier is granted the opportunity to perform one additional push-up. APFT or FTU holdovers will be reported as 'hold' in ATRRS if beyond scheduled graduation date."

Paragraph 3-20f. Change 'f' to 'c.'

Paragraph 3-27e. Change to read: "IET soldiers who miss three or more consecutive full days of training due to illness or injury will be reported in ATRRS as a Medical Hold. Medical Holds, once recovered from the illness/injury, will be removed from ATRRS as a Medical Hold and entered for training. For example, if IET soldier fractures fibula (lower leg) and leg takes 6 weeks to heal, IET soldier is authorized a 12-week APFT train-up period. IET soldier is no

longer a Medical Hold after initial 6-week point. In other words, once the IET soldier's profile has expired, the trainee is taken out of Medical Hold in ATRRS and is returned to training (i.e., Restart, Reclass, APFT Train-up)."

Paragraph 3-37b. Replace last sentence with the following: "Soldiers may depart AIT/OSUT with interim clearance provided they have a National Agency Check/Local Area Check investigation pending at the Defense Security Service (DSS)."

Add paragraph 3-40.

"3-40. Retraining and Holding Units (RHUs) - Does not apply to AIT.

a. BCT/OSUT installations should establish RHUs to perform two functions:

(1) Process soldiers pending discharge and in holdover status. RHUs will process IET soldiers identified by the chain-of-command for discharge from the Army and soldiers in holdover status. Primarily, these include discharges and holdovers for administrative entry-level separation, medical separation, security clearance, dossier review, Army Physical Fitness Test, and medical. Soldiers being processed in this function will be managed and housed separate from soldiers selected for retraining.

(2) Retrain selected IET soldiers. RHUs will provide special training to selected IET soldiers who have the potential to complete training with additional time/assistance. These soldiers should complete this training prior to any discharge action. Soldiers processed in this function will be managed and housed separate from soldiers either pending discharge or in holdover status.

b. Installation commanders that perform IET missions of Basic Combat Training (BCT) and One Station Unit Training (OSUT) will establish RHUs to process discharges, control holdovers, and perform retraining of selected IET soldiers. RHUs will be organized along the following guidelines:

(1) RHUs will be company-sized elements if the average holdover population is greater than 75, otherwise a detachment.

(2) Installations having RHUs to process only soldiers pending discharge or to control soldiers in a holdover status will be staffed with platoon sergeants at a ratio of 1:30.

(3) Installations having RHUs with an element performing the retraining function will be augmented with drill sergeants to conduct retraining at a 1:17 ratio between drill sergeants and selected IET soldiers for retraining.

c. Commanders will perform the following minimum tasks for RHUs that will process soldiers pending discharge and in a holdover status:

(1) Perform administrative responsibilities such as controlling, billeting, and transporting soldiers identified for separation from the military or awaiting security/medical clearance processing.

(2) Provide required training for all assigned personnel to include sustaining MOS Skill Level 1 skills of soldiers held over for ENTNAC, medical, or other holding actions.

(3) Sustain Army Values training for soldiers remaining in the Army.

(4) Provide detail personnel for installation support activities.

d. Commanders will also perform the following minimum tasks for RHU elements performing the retraining mission:

(1) Provide Army Values training.

(2) Conduct physical fitness training.

(3) Conduct drill and ceremony training.

(4) Perform wall locker inspections."

Add paragraph 4-5.

"4-5. Physical Training Rehabilitation Program (PTRP).

This paragraph establishes policy to enter/exit the PTRP at all Basic Combat Training (BCT)/One Station Unit Training (OSUT) Initial Entry Training (IET) installations.

a. Policy: All BCT/OSUT IET installations will establish a PTRP using the guidelines below:

(1) Entrance criteria: Soldiers assigned to PTRP should be trainable and physically limited by objective medical findings.

(2) A drill sergeant-to-trainee ratio of 1:17 should not be exceeded.

(3) Use training brigades/installation fitness facilities, if in-house facilities for PTRP are inadequate.

(4) Give injured soldiers access to training brigade/ installation fitness facilities to reduce weight-bearing aerobic exercise as appropriate.

(5) When the PTRP is collocated with APFT completion holdovers, train and billet PTRP soldiers separately from the APFT completion holdovers (end-of-cycle failures).

(6) Assign cadre to either the Fitness Training Unit (FTU) or PTRP to allow them to focus on the physical training and leadership needs of the group they are assigned.

b. Appendix B, paragraph B-13, contains guidelines for PTRP."

Paragraph B-3a. Change to read: "Males. Soldiers scoring 0-12 push-up repetitions, 0-16 sit-up repetitions, and 1-mile run 08:31 or slower."

Paragraph B-3b. Change to read: "Females. Soldiers scoring 0-2 push-up repetitions, 0-16 sit-up repetitions, and 1-mile run 10:31 or slower."

Paragraph B-4a. Change to read: "Males. Soldiers must perform 13 or more push-ups, 17 or more sit-ups, and 1-mile run 08:30 or faster."

Paragraph B-4b. Change to read: "Females. Soldiers must perform 3 or more push-ups, 17 or more sit-ups, and 1-mile run 10:30 or faster."

Paragraph B-4d. Change to read: "On a case-by-case basis, even though after 4 weeks they fail to meet the exit criteria, soldiers may exit the FTU and proceed to Phase I of BCT/OSUT, if they have demonstrated continuous improvement while in the FTU and are recommended by the FTU chain-of-command."

Paragraph B-4e. Change to read: "If soldiers cannot meet exit criteria after 4 weeks in the FTU, and do not fall into the category of para B-4d above, the commander will consider them for discharge/ELS."

Paragraph B-8. Delete second sentence, "These soldiers will be reported on the Army Training Requirements and Resources System (ATRRS)."

Paragraph B-9. Change to read: "ARNG/USAR soldiers who do not meet minimum physical fitness standards for entrance into BCT will be assigned to the FTU. ARNG/USAR soldiers with mandatory release dates requiring return in less than 12 weeks after arrival at the RECBN who require assignment to the FTU must have their MRD extended by the State Initial Duty Manager in coordination with the ARNG/USAR liaison office. Those soldiers unable to extend their MRD will be processed IAW para 6-7b."

Appendix B, add paragraph B-13, Physical Training Rehabilitation Program (PTRP).

"B-13. Physical Training Rehabilitation Program (PTRP).

a. This paragraph establishes TRADOC guidelines concerning PTRP.

b. Guidelines:

(1) Medically trained personnel will be used to evaluate and recommend soldiers for PTRP.

- (2) A physical therapist must prepare each injured soldier's rehabilitation program.
- (3) Follow-up appointments with the physical therapist or trained medical personnel are mandatory.
- (4) A Master Fitness Training (MFT) qualified drill sergeant prepares and monitors soldier's rehabilitation program based on guidance from the physical therapist or other medical personnel.
- (5) Coordination between unit and medical facility for assignment to PTRP is mandatory.
- (6) Soldiers that will not miss significant training because of their profile will remain in their company and train to the limits of their profile (unless medical personnel recommend placement in the FTU).
- (7) A medical officer determines when a soldier exits the PTRP. Coordination and input will be given by the unit commander as to the best day for the rehabilitated soldier to return to duty.
- (8) Commanders determine soldiers' placement on completion of the PTRP. A medical officer will refer soldiers who fail to make normal physical progress to the soldier's commander."

Appendix F: Replace with the following:

"Appendix F

Defense Language Institute English Language Center, English as a Second Language (DLIELC ESL) Course

F-1. This appendix establishes TRADOC policy concerning operations of E Company, DLIELC at Lackland AFB (LAFB), TX.

F-2. The mission of E Company, DLIELC, is to facilitate and manage English language training for U.S. Army entry-level soldiers. The language training will receive top priority, and no other training or events will interfere. The purpose of the Army's ESL program is to give entry-level soldiers who do not speak English as their native language the English language skills necessary to communicate effectively with their cadre and fellow soldiers in BCT/OSUT.

F-3. Army recruits will be scheduled for DLIELC IAW AR 621-5. The Fort Sill Reception Battalion will process enlisted personnel identified for attendance at DLIELC before shipment to LAFB.

F-4. The Deputy Chief of Staff for Training (DCST), Individual Training Directorate (ITD), is the TRADOC point of contact for the Army's DLIELC ESL program. Other TRADOC action agents are:

a. U.S. Army Cadet Command.

(1) Identify ESL officers and administer the English Comprehension Level (ECL) test before commissioning.

(2) Request DLIELC test ROTC cadets before commissioning.

b. Deputy Chief of Staff for Base Operations Support (DCSBOS). Ensure adequate Army cadre strength in support of E Company, DLIELC.

c. Deputy Chief of Staff for Resource Management (DCSRM) will determine manpower staffing in conjunction with functional proponent, ATTG-I.

d. DCST-ITD, Education Directorate. Monitor and evaluate program activities in coordination with the Army Research Institute (ARI).

F-5. E Company will send students to BCT/OSUT once they complete at least 10 weeks of English language training, attain an ECL score of 75 or above, and attain an OPI score of 1+/1 or higher. Soldiers that attain an ECL score of 85 or above at any time will proceed to BCT immediately. E Company will initiate a discharge for any student that fails to achieve course standards after 30 weeks of training or fails to show adequate academic progress.

F-6. In addition to language training, E Company, DLIELC, will conduct the following military training on a quarterly basis:

a. Common Tasks (Level 1)	27 hours
b. Drill and Ceremonies	15 hours
c. Military Customs & Courtesies	12 hours
d. Army Values	12 hours
e. ID and Wear of the Uniform	6 hours
f. Military Justice	3 hours

The purpose of E Company's military training program is to teach Army-specific vocabulary associated with military tasks, introduce pre-BCT soldiers to the military lifestyle, and prepare them for BCT.

F-7. The E Company commander will create and implement a physical training (PT) program with the goal of raising each pre-BCT soldier's APFT score to the BCT standard. A diagnostic APFT will be administered in weeks one, four, and every fourth week thereafter until graduation. Also, the PT program will familiarize pre-BCT soldiers with road marches.

F-8. To enhance training effectiveness, the military instruction program is divided into two distinct phases. The concept of phasing and associated goals (IAW para 2-4) was established to provide the entry level soldier with intermediate objectives, which give common direction and serve as milestones.

a. Phase I will last from the soldier's arrival through the sixth week of training.

(1) Phase I is characterized by the following:

- (a) Emphasis on English language skills.
- (b) Strict discipline.
- (c) Constant supervision.
- (d) All movement in formation.
- (e) Daily inspections.
- (f) Orientation to the military lifestyle.

(2) The goals for soldiers during Phase I are to:

- (a) Begin English language training.
- (b) Learn and conform to military standards of conduct.
- (c) Learn to identify and wear an Army uniform.

b. Phase II begins at the start of the seventh week of training and continues until the completion of ESL training.

(1) Phase II is characterized by:

- (a) Continued emphasis on English language skills.
- (b) Gradual release from total control.
- (c) Preparation for BCT.

(2) The goals for soldiers during phase II are to:

- (a) Meet or exceed DLIELC language standards.
- (b) Meet or exceed BCT APFT standards.

(c) Become familiar with selected Level I Army Common Tasks.

(d) Develop self-discipline and team building skills.

c. During phases I and II cadre must:

(1) Provide an environment conducive to learning English.

(2) Lead by example.

(3) Insist on high standards and assist soldiers in meeting those standards.

(4) Conduct effective counseling on soldier's performance.

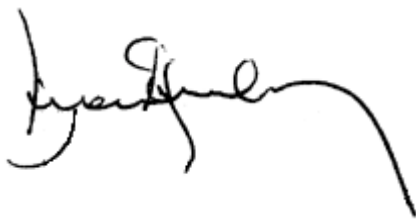
(5) Conduct quality reinforcement/remedial training.

F-9. PFT will be conducted each training day throughout the course in accordance with the ESL fitness program approved by HQ TRADOC. A diagnostic APFT will be administered in weeks one, four, and every fourth week thereafter until graduation."

2. Post these changes per DA Pam 25-40.

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff

A handwritten signature in black ink, appearing to read 'Thom E. Tuckey', with a long, sweeping horizontal line extending to the right.

THOM E. TUCKEY
Colonel, GS
Deputy Chief of Staff
for Information Management